

NADA NASSER

CRM & SALES ADMIN COORDINATOR

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Address: Budaiya; Kingdom of Bahrain

Nationality: Bahraini

CAREER OBJECTIVE

Hard-working, Administrative professional with extensive office experience looking for a position that leverages strong organizational and communication skills into a growth position

Experienced: Administrative professional with more than 5 years of experience providing first class support to executives at managerial levels.

Motivated: Highly self-motivated, with a strong work ethic and a career-long commitment to providing highest-quality administrative support.

Adept: Experienced at handling complicated logistics and sensitive information.

Adaptable: Able to organize high volumes of work in different office environments.

RELATIVE PROFESSIONAL EXPERIENCE

CRM & Sales Administration Coordinator

Ahmed Zayani & Sons. 2016–Present

Joined as CRM & Sales Administration Coordinator exclusively for Bentley.

Sales Support Administrator

First Motors- 2012-2016

Key Responsibilities:

- Handle correspondences, forms, quotations and other documents as assigned.
- Responsible for updating and checking each vehicle specification.
- Assist sales and admin staff in completion of their paper works.
- Responsible for making every month target sales plan.
- Responsible for weekly and monthly reporting for sales.
- Responsible for preparing monthly export orders and handing them to sales support team for further processing.
- Responsible for booking the ordered vehicles upon arrival for their relevant customer and assuring the right vehicle is delivered to the right customer.
- Reporting of weekly order production and arrival status according to customer's and free stock orders as placed.
- Updating records in the computer (Purchase orders, invoices and quotations).
- Responsible for preparing memo, journal vouchers, purchase orders, pricelist and quotation for clients.

SKILLS

Administrative: Multitasking pro, able to handle scheduling meetings, coordinating staff travel needs, ordering and maintaining office supply inventories, and handling incoming client and colleague emails and phone calls.

Communications: Courteous, professional demeanor with all levels of staff; able to work effectively with people at all levels and working styles; problem solving; personable, enthusiastic attitude.

Languages: English, Urdu, Hindi & French

Computers: Expert in the Microsoft Office suite & Internet Explorer; well versed with computer system analysis also have a good knowledge of BASIC language.

EDUCATION

CIPD-Intermediate Diploma Level 5 –

Chartered Institute of Personal Development- UK; Victory Institute

CAT (Certified Accounting Technician) –

Ernst & Young

O' Level IGCSE –

Al Noor International School

REFERENCES

Available upon Request.